


Field Trip Forms Frequently Asked Questions

- You must be using Internet Explorer  as your web browser for the form to work properly, it will not work with Firefox, Chrome or Safari.
- You can download the form to your computer and open it with Adobe Reader.
- You must fill out the boxes with the red border on both page 2 and 3.
- On page 3 make sure to select the correct School Requesting the trip.
- When you hit submit it will open a new email preaddressed to nicholas.greer@boone.kyschools.us with the form attached, you must send that email. If you do not have Outlook open the email will not send.
- You must complete the Board Field Trip form for all trips.
- You only have to complete the other forms if you are requesting Boone County School Buses for transportation.
- If you require a lift bus you must complete the Special Needs Field Trip Request Form in addition to the Day Trips or Preschool Kindergarten form.
- You must use round trip mileage from your school to the destination and back.
- Drop off/Pick up trips will show the round trip mileage approximately doubled.
- You may save the form to your computer, you should rename it.
- Principals you must save the form to be able to sign it. You may use your signature pad or create an Adobe Digital ID.
- No coolers, luggage, tables, glass objects, animals (except service animals) are allowed on a bus carrying students. Only small bags and musical instruments that will fit in your lap are allowed on the bus with students. You can request an equipment bus.
- You will receive an estimate within 1-2 working days after submitting your form. If you have not received your estimate after 3 days please contact Nick Greer or [Marsha Anderson](#).
- Buses are available for trips from 9:00am to 2:00pm on school days, Prior approval is needed for any trips outside of this time frame
- Trip request forms must be submitted 10 working days prior to the trip.